

VACANCY ANNOUNCEMENT

U.S. Mission Kolonia

ANNOUNCEMENT NUMBER: Kolonia-2020-007

POSITION TITLE: Security Guard

OPENING PERIOD: September 14 to September 28

SERIES/GRADE: LE-0710/03

SALARY: USD 9,101- USD 9,101

For USEFM - FS is FP-BB; **Actual FS salary will be determined by Washington D.C.**

FOR MORE INFO: Human Resources
P.O. Box 1286
Pohnpei, FM 96941
KoloniaHumanResourceRequests@state.gov

WHO MAY APPLY: All Interested Applicants/All Sources

SECURITY CLEARANCE REQUIRED: Local Security Certification or Public Trust

DURATION OF APPOINTMENT: Indefinite subject to successful completion of probationary period

MARKETING STATEMENT: We encourage you to read and understand the Position Description and Eight Qualities of Overseas Employees posted on the Embassy's web page:
<https://fm.usembassy.gov/embassy/jobs/>

SUMMARY: The U.S. Mission in Kolonia is seeking eligible and qualified applicants for the position of Security Guard in the Post Security Office.

The work schedule for this position is: Full time (40 hours per week; night and weekend shifts included).

Start date: Candidate must be able to begin working within a reasonable period of time (4 weeks) of receipt of agency

authorization and clearances/certifications or their candidacy may end.

SUPERVISORY POSITION: No

DUTIES: The incumbent provides security services to safeguard U.S. Government personnel, facilities and property. The employee provides access control and screens all visitors and vehicles entering U.S. Government facilities. The incumbent will also provide fixed post security and conduct roving patrols on Mission Chancery and residential compounds.

QUALIFICATIONS AND EVALUATIONS

Education: Completion of elementary education is required.

REQUIREMENTS

Experience: One year experience in security-related field, such as security company, law enforcement agency or military services is required.

EVALUATIONS

Language: Level 2 (Limited Knowledge) Speaking/Reading/Writing English is required. (This will be tested).

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

OTHER INFORMATION:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please see attachment 2.

HOW TO APPLY: All candidates must be able to obtain and hold a public trust clearance.

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Applicants must submit a Universal Application for Employment (DS-174) which is available on our website or by contacting Human Resources.

To apply for this position, applicants should electronically submit the documents listed below.

REQUIRED DOCUMENTS: Please provide copies of the documents listed below with your application:

- ☐ **DS-174**
- ☐ **Residency and/or Work Permit**
- ☐ **School Certificate or Diploma**
- ☐ **DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)**
- ☐ **List of references**

WHAT TO EXPECT NEXT: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email or phone call.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in **Kolonia**.